



# Conduct of Chapter Meetings

## Purpose

*The purpose of the Tennessee FFA Conduct of Chapter Meeting Leadership Development Event is to introduce seventh, eighth, and ninth grade FFA members to parliamentary procedure as they learn how to conduct efficient meetings and build their communication skills.*

Agriculture is a highly technical and ever-changing industry on which everyone is dependent. We will maintain agriculture as our nation's number one industry only if we understand the importance of different agrisciences, marketing strategies, safe food production regulations, and continuous research to improve agriculture. Strong, relevant agriscience programs are one way we can maintain our nation's agricultural edge.

## Objectives

Students will be able to:

- Demonstrate correct use of FFA opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as team members.
- Demonstrate critical thinking and teamwork for effective decision-making.

## Event Rules

### Team make-up

Each team will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel, and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.

- Team members must be enrolled in the seventh, eighth, or ninth grade at the time of qualification.
- Team members must be FFA members at the time of qualification.
- The top two teams from each region will compete at state competition.
- Official FFA Dress is required for this event.
- Use of a personal wristwatch is permissible. No smart devices are allowed.
- A digital timer will be in the room. This will be provided by West TN FFA.

## Event Format

### Equipment

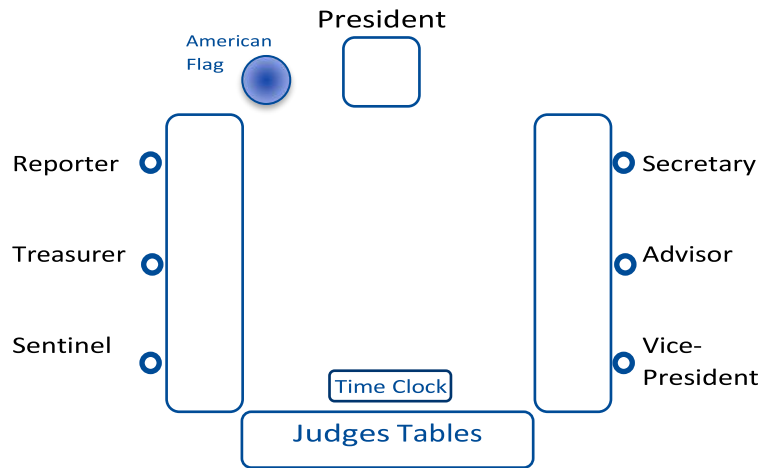
Materials the student needs to provide include:

- Two sharpened No. 2 pencils.

Materials provided by the event committee include:

- Gavel and officer station symbols.
- Blank notepaper.
- Event digital timers.

- American flag.



### Written Exam

Twenty-five questions (one point per question; 25 points per member; 175 total team points, 30-minute time limit)

- Officer duties (FFA Manual): Approximately three questions
- Parliamentary procedure: Approximately 22 questions

The test will come from the past five years of National FFA CCM exams as well as a FFA question bank maintained on [tnffa.org](http://tnffa.org) under the downloads tab.

### Presentation Opening Ceremonies

(10 points/member; 70 points/team)

- Voice
- Poise
- Expression

### Presentation — Team Demonstration

- Team members will demonstrate four of the permissible parliamentary procedure motions listed below. Event officials will select motions to be demonstrated in each flight of the event.

- For the West TN Regional LDE

#### \*Main Motion

#### \*Privileged Motion

- Recess

#### \*Subsidiary Motions

- Previous Question

- Amend

- Postpone Indefinitely

#### \*Incidental Motions

- Division of the Assembly

- For the State LDE, the motions being utilized with be: ○ Privileged Motions
  - Raise a question of privilege
  - Recess ○ Subsidiary Motions
  - Previous question
  - Commit or refer
  - Amend
  - Postpone indefinitely ○ Main Motion ○ Incidental Motions
  - Parliamentary inquiry
  - Division of the assembly

### Presentation — Closing Ceremonies

(15 points; 10 for the president, five for the secretary)

### Presentation — Opening and Closing Ceremonies Accuracy

- One-point deduction per error (adding, deleting, and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned. Non-judge-directed *restarts will be counted as a 15-point error or one point per repeated word, whichever is less. Members may get a negative score.* (Official FFA Manual)
- When asked to call the roll of members, the Secretary will state; “There are seven members and numerous guests present, Mr./Mdm. President.”

### Oral Questions

- Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities. Oral questions will be taken from permissible motions listed above from [Parliamentary Procedure Oral Questions CD Basic and Challenge by Shane Dunbar](#). Only basic questions will be used from the CD with one- and two-star difficulties.

## Event Procedures

- The room will be pre-set with a lectern, tables, chairs, station markers, and a timer before the event. Teams will be allowed to view the room during the team orientation.
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team. No outside materials, other than pencils will be allowed during the presentation.
- Participants will have one minute to read their cards silently and take notes immediately before their demonstration. Team members may not mark or write on the cards and may not confer or signal each other during the one minute or the demonstration, except when seeking recognition from the chair.
- The student advisor will participate during the opening ceremonies for the advisor’s part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question.
- Every participant will receive a card (see the sample on the next page) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order, division of the assembly, and parliamentary inquiry may be used if not listed on the motion card. Points

will not be awarded if it is not on the motion card, and an appeal may not be made on the president's ruling. Included in the four required motions will be a minimum of one debatable subsidiary motion.

- An assigned motion will receive full points for technical correctness if it is permissible when made, and stated in accordance with *Roberts Rules of Order: Newly Revised* by the member. If a motion is not brought before the assembly by the assigned member no points can be earned by the chair or the assembly.
- Handling of the motion by the chair and disposal of the motion by the assembly are scored separately on the scorecard.

<p><b>ADVISOR</b></p>  <p><b>MAIN MOTION:</b> I move that the chapter officers do a parliamentary procedure demonstration for the faculty.</p> <p><b>REQUIRED MOTIONS:</b></p> <p><b>Amend</b></p> <p>Recess</p> <p>Division of the Assembly</p> <p>Postpone Definitely</p>	<p><b>National Prelim. A</b></p> <p><b>DO NOT MARK ON THIS CARD</b></p>
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- The required motion must be demonstrated by the officer to whom the motion has been assigned for points to be scored. Other than the assigned main motion, motions must be demonstrated as privileged, subsidiary, or incidental motions. Incidental main motions are not permitted. If the assigned motion is used by another officer it must be properly renewed again, if allowed, by the assigned officer to score points. If a motion is not brought before the assembly by the assigned member no points can be earned by the chair or the assembly.
- *Judges will score all member debates, but only the top three permissible debates per team member will impact the final team score. No points will be awarded for debates on motions that are out of order, for more than two debates on a motion, or for undebatable motions.*
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal to each other.
- Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
- Members will be recognized by the chair using their officer titles, not their names. The chair will be penalized for not recognizing officers by their titles.
- The demonstration, including the opening and closing ceremonies, will not exceed 13 minutes. (Penalties will be assessed starting at 13:01).

- A time clock or time card will be provided so that the team can see. The clock will count down from one minute for preparation time and count up from zero minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.
- Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities. The same set of questions will be used for each team.

### Main Motion

- There is no pre-determined list of main motions. Main motions are determined annually by the event superintendent and arise from one of the three divisions of the chapter program of activities, which include growing leaders, building communities, and strengthening agriculture.
- The order of business will begin after opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion, which will not be assigned to any particular officer.
- The motion to adjourn is not allowed. Closing ceremonies must be performed.
- The rubric should be used to determine the ranking of teams for each round.
- Division of assembly, point of order, and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when used appropriately. Except for the three motions listed above, use of other motions not listed on the motion card have no point value and will result in a point reduction of 50 points per instance. **Tiebreakers**
- Presentation — Debate
- Written exam — Team total

## Scoring Guidelines

### GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debates in an unbiased manner. All debate should be scored at the time it is delivered.
3. Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

#### *Characteristics of effective debate*

1. Characteristics of effective debate include the member's ability to state his or her position, provide reason(s) supporting his or her position and tell or encourage the delegation how to vote. The delivery of the debate will include:
2. Completeness of thought.
3. Logical reasoning.
4. Clear statement of speaker's position.
5. Conviction of delivery.
6. Concise and effective statement of debate.

**GOOD DEBATE** (15–20 points)

A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are

- States position.
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

**AVERAGE DEBATE** (8–14 points)

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery. However, the following basic components of a debate will still be included:

States position.

Provides one reason supporting the position.

Tells delegation how to vote.

**POOR DEBATE** (0–7 points)

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning, and substance as well as the omission of one or more components of an effective debate.

## Scoring Guidelines

### **GUIDELINES FOR EVENT DEDUCTIONS OR DISQUALIFICATION**

1. It is essential that each judge observes and maintains consistent criteria in making deductions and/or in watching for potential wrongdoings for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score and/or deduct points in an unbiased manner. All deductions or grounds for disqualifications should be determined by the judges at the conclusion of the team presentation and questions.
3. Team members may not mark or write on the cards and may not confer or signal each other during the one minute or the demonstration, except when seeking recognition from the chair. If a member marks or writes on the card and/or confers or signals at any point of the one minute or the demonstration, that is grounds for disqualification.
4. It will be to the judges, chairpersons, and Regional Consultant's discretion to determine the level of disqualification. This could include the judge(s) stopping scoring the team members for the duration of the time but allowing the team to complete their presentation. Depending on the severity of the event error, it could result in a team receiving zero points and/or being scored and placed at the bottom of the flight. Additional examples of event errors could include but are not limited to:

#### **EXAMPLES OF MISCELLANEOUS EVENT ERRORS**

Folding/tearing a debate card

Writing on a debate card
Passing a paper/note to another member
Motioning, signally, or gesturing for another to stand and/or debate
Verbally telling another member to stand, debate, or offer words for Ceremonies, debate, or motions
Utilizing a smart device (i.e. cell phones, smart watches, etc)
Utilizing pre-written notes, scripts, etc.

## GUIDELINES FOR SCORING THE CHAIR

The chair is evaluated by his or her ability to preside and his or her leadership.

### *Processing of Motions (20 points/ea)*

The processing of motions includes the ability of the chair to process a motion as presented by the membership in harmony with the form and examples presented in the current edition of Roberts Rules of Order: Newly Revised. Motions and statements by the chair should follow as closely as possible the language as stated in RONR.

### *Ability to preside (30 points)*

The ability to preside includes; the use of voice and inflection to aid in the handling of business, following rules of debate, keeping members informed, putting motions to a vote, announcing results of votes, using the gavel, and maintaining awareness of business on the floor. A suggested grading scale is as follows:

**Excellent:** 26–30 points.

**Good:** 20–25 points.

**Poor:** 0–19 points.

## GUIDELINES FOR SCORING TEAM EFFECT (40 POINTS)

### *Conclusions reached by the team (20 points):*

The main motion was well analyzed, which may include answering who, what, when, where, why and how as well as the disposal of the main motion (passing, failing, or committing).

### *Team voice, poise, and expression (20 points):*

The degree to which debate was convincing, logical, realistic, orderly, efficient, and free from repetition. This includes voice, poise, expression, grammar, gestures, and professionalism.

## GUIDELINES FOR SCORING TECHNICAL CORRECTNESS

### *Technical Correctness—Maker of the Motion (30 points/motion)*

Was the motion made using the verbiage as presented in Roberts Rules of Order: Newly Revised (RONR)? Did the maker of the motion make the motion when it was permissible? Please note that personal preferences should be avoided, please refer to RONR's Form and Example sections for each permissible



motion's correct verbiage. Full points should be awarded if the motion follows RONR and is permissible when made. Deductions should only be made in this section for technical errors in verbiage or permissibility made by the member in their making of the motion.

## References

*This list of references is not intended to be all-inclusive.* Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

- The official text will be the 12<sup>th</sup> edition of Robert's Rules of Order Newly Revised.

Additional references may include:

- [Official FFA Manual](#)
- [FFA Student Handbook](#)
- American Institute of Parliamentarians (Available on Amazon)— ○ Here is the Answer! What is the question?
  - Presiding: You Can Do It.
- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOKBooklet3-a.pdf>
- Dunbar's Parliamentary Procedure Resources are available from the Parliamentary Procedure Instructional Materials Center, <https://www.dunbarparlipro.com>
- Past National FFA Event Exams and Oral Questions, available at [FFA.org](https://www.ffa.org) at no cost • Past National FFA Event Finals Recordings (available at, [FFA.org](https://www.ffa.org) at no cost)

# Rules for the Permissible Motions

## STANDARD DESCRIPTIVE CHARACTERISTICS

(See current edition of Robert's Rule of Order, Newly Revised)

Motion Names, Class <sup>1</sup> And Purposes	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed?
<i>CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)</i>					
Recess (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	Majority
Raise a Question of Privilege (Asks an urgent question regarding rights and privileges of the assembly.)	Yes	No	No	No	No vote Chair rules
<i>CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)</i>					
Previous Question (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table.)	No	Yes	No	No	Two-thirds
Postpone Definitely (Puts off further consideration of the main motion to a later time, not beyond the next regularly scheduled meeting if within a quarterly interval.)	No	Yes	Yes	Yes	Majority (Two-thirds if made a Special Order)
Commit or Refer (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
Amend (Proposes to change a motion)	No	Yes	Yes <sup>3</sup>	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority

Motion Names, Class <sup>1</sup> And Purposes	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed?
<i>CLASS: Main Motions (Introduces new business to the assembly)</i>					
Main Motion (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority
<i>CLASS: Incidental Motions (Related to the pending business and must be decided immediately)</i>					
Parliamentary Inquiry (Allows a member to ask a question related to parliamentary law or the rules of the organization.)	Yes	No	No	No	No vote Chair answers
Division of the Assembly [Requires a standing (rising) vote]	Yes	No	No	No	No vote Demand
Point of Order (Requests that the rules be enforced)	Yes	No	No	No	No vote Chair usually rules <sup>4</sup>

- Motions that bring a question again before the assembly are not required for this event.*
- Amendable with respect to the length of the recess.*
- Debatable if applied to a debatable motion.*
- Assembly decides by a majority vote if the chair does not want to make a ruling.*

## Deductions for Common Parliamentary Procedure Errors

The table below shows deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. "Members" are the team members other than the chair.

PARLIAMENTARY PROCEDURE ERRORS	Severity of Error	Point Deduction
<b>Violations Related To Using A Motion Improperly</b>		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	20
Parliamentary Inquiry (when used to ask another member a question)	***	15

Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	15
<b>Violations Related To The Chair</b>		
Improper use of the gavel	*	5
Referring to him/herself in the first person (e.g., "I")	*	5
Failing to announce results of vote	*	5
Not obtaining a second before stating or putting the motion	**	10
Not calling for a negative vote	**	10
Failing to call for debate on a debatable motion	**	10
Ignoring a member requesting the floor	**	10
Taking a hand vote after a Division of the Assembly has been called	**	10
Taking a voice vote on a motion that requires a two-thirds vote	**	10
Failing to take a vote on a motion	***	15
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	15
Stating a personal opinion	****	20
Not giving preference in recognition to the maker of a motion if he/she has not debated and has risen for recognition by the chair.	**	10
Not giving preference in recognition to member who has not debated	**	10
Not alternating debate between those opposed and those in favor of a motion (if known)	*	5
Neglecting to notify members to be seated after taking a standing (rising) vote	*	5
Arbitrarily stopping debate	**	10
Not completing all steps in the announcement of the vote.	**	10
<b>PARLIAMENTARY PROCEDURE ERRORS</b>	<b>Severity of Error</b>	<b>Point Deduction</b>
<b>Violations Related To Amendments</b>		
Adding words to middle (instead of end) of motions	*	5
Striking words that result in incomplete wording for main motion	*	5
Inserting "not" to make the motion a negatively worded motion	*	5

Making an amendment that is not germane	**	10
Amending a non-amendable motion	****	20
<b>Violations Related To Motions</b>		
Chair not restating the motion as it was moved by a member	*	5
Member incorrectly stating a motion (e.g., "I motion that," using incorrect postpone, etc.)	*	5
Chair restating motion before it receives a second	**	10
Taking up a motion out of the order of precedence	****	20
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to recess is made when no question is pending. It is therefore classified as an incidental main motion.)	****	20
Member calling out "Question" from his/her seat to stop debate	***	15
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	15
<b>Violations Related To Debate By Members</b>		
Not getting recognized before debating (discussing) a motion	*	5
Not addressing debate through the chair	*	5
Addressing other members by name	*	5
Debating more than two times on a single motion	****	20
Debating against a motion they moved	**	10
Debating a non-debatable motion	****	20
Debate not germane	***	15
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	15

*Note: star ranking system\* = least amount of deduction to \*\*\*\* = greatest amount of deduction*

# Judges Scoring Rubric

## Conduct of Chapter Meetings Leadership Development Event

Opening Ceremonies		Discussion (60 pts. max./member, 20 pts. max/debate) Excellent 15-20 pts., Good10-14 pts., Average 5-9 pts., Poor 0-4 pts.										Debate Total	Individual Question (10 pts ea.)	Individual Totals	Pts. Poss.
10 Pts/ Member		Main Motion		Postpone Indefinitely		Amend		Commit or Refer		Postpone Definitely					
Sentinel														/80	
Treasurer														/80	
Reporter														/80	
President		Chair motion handling scored below												/20	
Secretary														/80	
Advisor														/80	
Vice President														/80	
Team Exam Score													/175		
Officer Assigned															
Required Motion															
Technical Correctness Maker of the motion (Worded correct, permissible)				/30		/30		/30		/30		/120			
Disposal of the Motion (Team disposed of the motion correctly)				/10		/10		/10		/10		/40			
Chair (Processing the motion)				/20		/20		/20		/20		/80			
Chair Ability to Preside (Voice & disposal of motions)													/30		
Conclusions Reached		Main motion was thoroughly analyzed. Conclusions reached were consistent with debate on the motion, as was voting.											/20		
TEAM voice, poise and expression		Members spoke clearly with appropriate pitch, pace, enunciation and grammar. They showed confidence through professional demeanor, eye contact, etc. They spoke with conviction with appropriate emphasis and body language.											/20		
Closing Ceremonies		Total number of errors in closing ceremonies (deduct 1 point per error from the total closing ceremonies score, may be a negative number based on total errors)											/15		
Time Deduction		Time penalty -2 pts per second over 13 minutes													
Procedural Deductions		Parliamentary errors 5-25 pts, (refer to guide, list deductions in comments)													
Comments:													TEAM TOTAL:	/1000	

